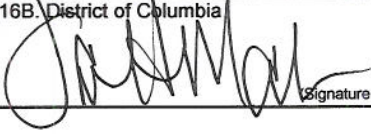


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1      2	
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.	
1		7/30/2007		Behavioral Health Curriculum and Training	
6. Issued By: Office of Contracting and Procurement Group VI - Human Care Services 441 - 4th Street, NW Suite 700S Washington, DC 20001			7. Administered By (If other than line 6) Office of Contracting and Procurement 441- 4th Street, NW, Suite 700S Washington, DC 20001 Attention: Bid Room (Callie Byrd-Williams, Contract Specialist)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X) 9A. Amendment of Solicitation No.	
				DCHC-2007-R-0049	
				9B. Dated (See Item 11)	
				7/18/2007	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code		Facility			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>					
(X) A. This change order is issued pursuant to: (Specify Authority)					
The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
1. The above referenced RFP is hereby extended from August 1, 2007 to August 6, 2007, by 2:00 PM, local time.					
2. <b>DELETE</b> the last sentence in Section B.1 of the RFP and <b>ADD</b> the following:  "The Contractor shall develop a Curriculum consisting of ten (10) behavioral health courses and shall implement one (1) of the ten (10) courses (consisting of one (1) sessions) under the base year of performance of this contract.					
3. <b>DELETE</b> in its entirety, Section B.4, Price Schedule and <b>SUBSTITUTE</b> the attached revised Section BR.4, Price Schedule.					
4. <b>DELETE</b> the last sentence in Section C.1 of the RFP and <b>ADD</b> the following:  "The Contractor shall develop a Curriculum consisting of ten (10) behavioral health courses and shall implement one (1) of the ten (10) courses (consisting of one (1) sessions) under the base year of performance of this contract.					
* See additional Amendments to the solicitation continued on page 2 of 2*					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			James H. Marshall		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
				 (Signature of Contracting Officer)	
(Signature of person authorized to sign)				16C. Date Signed	
				7.30.07	

5. **DELETE**, the first sentence in Section C.3.1.6 in its entirety and **SUBSTITUTE** the following:

“The Contractor shall implement one (1) course and administer one (1) session of the course during the base year of the contract.”

6. **ADD** the following section after Section C.3.1.13:

“C.3.1.14 The Contractor shall upon the exercise of any option (See Section F.2-Option to Extend the Term of the Contract), implement the entire ten (10) courses and administer three (3) sessions per course. The course(s) shall last for a period of 2-5 days each session.”

7. **DELETE**, Section C.3.2.1.1 in its entirety, and **SUBSTITUTE**, the following:

“The Contractor shall submit, to the COTR for review and approval thirty prior to the implementation of the course, a draft training schedule consisting of the training course(s) planned, to include date(s) and time(s).”

8. **DELETE**, Section C.3.2.1.3, in its entirety, and **SUBSTITUTE**, the following:

“The Contractor shall provide space suitable to accommodate, sixty (60) participants per session.”

9. **DELETE**, the first sentence in Section C.3.2.1.6 and **SUBSTITUTE**, the following:

“The Contractor shall accept registration for the approved session(s) maintaining class size at sixty (60) participants per class.”

10. **ADD**, the following Section:

“C.3.2.1.8 The Contractor shall use the DOH logo on the “Save-the Date” flyer/mailer.”

11. **DELETE**, the first sentence in Section C.3.2.2.8 and **SUBSTITUTE**, the following:

“The Contractor shall, within 90 days upon completion of each course, provide to the COTR, an Attendance Rooster, listing all attendees for each session.”

12. See the attached “Record of Pre-Proposal Conference”.

**BR.4 REVISED PRICE SCHEDULE****BR.4.1****BASE YEAR**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>0001</b>	Development of competency-based behavioral health curriculum as described in C.3.1	<b>Plan</b>	\$ _____	<b>1</b>	\$ _____
<b>0002</b>	Implementation of training program as described in C.3.2	<b>Course</b>	\$ _____	<b>1 course (to include 1 session)</b>	\$ _____
<b>Grand Total for BR.4.1</b>					\$ _____

**BR.4.2****OPTION YEAR ONE (1)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>0001</b>	Implementation of training program as described in C.3.2	<b>Course</b>	\$ _____	<b>10 courses (to include 3 sessions per course)</b>	\$ _____
<b>Grand Total for BR.4.2</b>					\$ _____

**BR.4.3****OPTION YEAR TWO (2)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>0001</b>	Implementation of training program as described in C.3.2	<b>Course</b>	\$ _____	<b>10 courses (to include 3 sessions per course)</b>	\$ _____
<b>Grand Total for BR.4.3</b>					\$ _____

**BR.4.4****OPTION YEAR THREE (3)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>0001</b>	Implementation of training program as described in C.3.2	<b>Course</b>	\$ _____	<b>10 courses (to include 3 sessions per course)</b>	\$ _____
<b>Grand Total for BR.4.4</b>					\$ _____

**BR.4.5****OPTION YEAR FOUR (4)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>0001</b>	Implementation of training program as described in C.3.2	<b>Course</b>	\$ _____	<b>10 courses (to include 3 sessions per course)</b>	\$ _____
<b>Grand Total for B.4.5</b>					\$ _____

**BR.4.6****GRAND TOTALS (BASE YEAR PLUS OPTIONS)**

<b>CLIN</b>	<b>TOTALS</b>
<b>BR.4.1 (BASE YEAR)</b>	
<b>BR.4.2 (OPTION YEAR ONE (1))</b>	
<b>BR.4.3 (OPTION YEAR TWO (2))</b>	
<b>BR.4.4 (OPTION YEAR THREE (3))</b>	
<b>BR.4.5 (OPTION YEAR FOUR (4))</b>	
<b>BR.4.6 GRAND TOTAL (BASE YEAR PLUS OPTIONS)</b>	

**RECORD OF PRE-PROPOSAL CONFERENCE  
FOR  
DCHC-2007-R-0049  
Behavioral Health Curriculum and Training**

The following is a synopsis of the Pre-Proposal Conference for the Behavioral Curriculum and Training RFP No. DCHC-2007-R-0049, held on July 25, 2007 at the Department of Health, Health Emergency Preparedness and Response Administration, located at 64 New York Ave., N.E. Washington, DC, Suite 5000.

The meeting was called to order by Callie Byrd-Williams, Contract Specialist in the Office of Contracting and Procurement at approximately 10:20 am. In attendance and representing HEPRA were the following:

- 1 Callie Byrd-Williams, OCP/, Contract Specialist
- 2 Ms. Sherry Adams, DOH/HEPRA, Asst. Deputy Director
- 3 Karla Abney, DOH/HEPRA, Bioterrorism Coordinator and COTR assigned to this project
- 4 Cassandra Battle, DOH/HEPRA, Public Health Analyst
- 5 Opa Clegg, DOH/HEPRA, Special Operations Coordinator
- 6 Arlene Thomas, DOH/HEPRA, Staff Assistant/Reception and Recorder for Conference.
- 7 Marion Porter, Ivan Walks & Associates (Contractor)
- 8 Marion Brown, Integrated Urban Solutions (Contractor)
- 9 Malik Hopkins, Romanov Group (Contractor)

\*See Sign in sheet listed as Attachment A.

The meeting followed the pre-planned Agenda incorporated into this record as Attachment B.

Contractors were advised that remarks and explanations provided at the conference would not qualify or amend the solicitation terms and any amendment to the solicitation would be done in writing by the Contracting Officer. Contractors were also informed that all official questions must be forwarded to Ms. Callie Byrd-Williams, Contract Specialist, by COB, Wednesday, July 25, 2007, if Contractors desired a written response. No written questions were received. Contractors were informed that all prospective Offerors would receive a record of the conference by COB, Friday, July 27, 2007. Below is a list of questions posed by Contractors and responses to them.

- Q. Are the proposals due by July 31<sup>st</sup>?**  
A. See Amendment 0001, Item No. 1.
- Q. Are the courses to be held at 64 New York Ave or will Contractors need to supply site for courses?**  
A. Please see, Section C.3.2.1, Preplanning, Subsections C.3.2.1.2 and C.3.2.1.4.

- Q. Who will serve on the Technical Evaluation Panel?**  
**A.** In accordance with Title 27 DCMR, Section 1610, Disclosure and Use of Information Before Award, no District employee or agent shall furnish information to a prospective contractor if, alone or together with other information, it might give the prospective contractor an advantage over others. Therefore, that information will not be provided.
- Q. Has an anticipated award date been set?**  
**A.** No.
- Q. Is there any way to determine the total amount of attendees for each session?**  
**A.** Please see Amendment 0001, Item No. 9.
- Q. Will an attendee list be provided to the Contractor?**  
**A.** Please see Section H.9, District Responsibilities.
- Q. Will DOH logo be available for usage on flyers?**  
**A.** Yes, see attached Amendment 0001, Item No. 10.
- Q. Is an extension allowable?**  
**A.** Please see Amendment 0001, Item No. 1.

At the end of the question and answer segment of the conference the meeting was adjourned by Callie Byrd-Williams, Contract Specialist.

Note:

Three questions were proposed by a potential contractor after the deadline. They were as follows:

- Q.** It is our understanding that the Solicitation, Offer, and Award form, Past Performance Evaluation Form, and Representations and Certifications are to accompany the Technical Proposal, and that those same forms with exception of the one for past performance are to be included with the Price Proposal. Is this correct and, if so, are there any other forms we are required to submit with our responses?  
**A.** Please see Section L.2.1.4.
- Q.** In terms of pricing, the RFP language seems to primarily focus on the Base Year of Performance. Nonetheless, pricing is requested for four option years and does not appear to leave room to address the need (levels of effort) for course enhancements or changes that may be required by HEPRA or changes or modifications to the costs of a meeting/hospitality venue making pricing across all years particularly difficult. Would OCP/HEPRA consider a total price for the Base Year of Performance with estimated labor costs for each option year that leave conference center costs to-be-determined and which would be contingent upon COTR approval at the beginning of the respective option year?  
**A.** Please see Amendment 0001, Item No. 3.

- Q.** The RFP specifies a Firm Fixed Price, especially for the Base Period of Performance effort, yet the required Cost/Price Disclosure Certification indicates the need to provide a detailed cost breakdown by the Offeror which implies a Time and Materials (T&M) contract. This seems to be a contradictory requirement. Please clarify and advise.
- A.** Please see Attachment J.7 and Section L.2.3.



# ATTACHMENT A

Office of Contracting and Procurement  
Pre-Proposal Conference/Site Visit  
July 25, 2007  
10:00 a.m.

Office of Contracting and Procurement  
Solicitation # DCHC-2007-R-0049  
Behavioral Health Curriculum and Training

PLEASE PRINT

Name	Company/Organization	Phone	Fax	E-mail
MARION PORTER	IVAN WALKS & ASSOCIATES	(202) 463-0510	(202) 463-0513	mporier@ivanwalks.com
Callie Byrd-Williams	OCP / HUMAN CARE	(202) 724-4026	(202) 727-0252	Callie.Williams@dc.gov
Marion Porter	Integrated Urban Solutions	(202) 329-9343	( )	<del>marionwalks@dc.gov</del>
Mable Hopkins	Romanov Group	(202) 332-7646	(202) 318-4615	mabhh.phins@romanovgroup.com
Cassandra Bakke	HEPRA	(202) 711-0731	( )	Cassandra.Bakke@dc.gov
Opa Clegg	HEPRA	(202) 671-0692	(202) 671-0707	Opa.Clegg@dc.gov
Sherry Adams	HEPRA	(202) 671-0487	(671) 0707	sherry.adams@dc.gov
KARLA J. ABNEY	HEPRA	(202) 671-0804	(202) 671-0707	Karla.abney@dc.gov
Arlene Thomas	HEPRA	( ) 671-4222	( ) 671-0707	Arlene.Thomas@dc.gov
		( )	( )	

Remarks and explanations provided at the conference do NOT qualify or amend the solicitation  
Terms of the solicitation remain unchanged unless the solicitation is amended in writing by the Contracting Officer.



## **ATTACHMENT B**

### **Office of Contracting and Procurement Human Care Services Division**

Solicitation Number DCHC-2007-R-0049  
Behavioral Health Curriculum and Training

Pre-Proposal Conference

July 25, 2007  
10 am

### **AGENDA**

1. Welcome
2. Introductions
3. Procurement Overview -
4. Pre-Proposal Conference Announcements
  - a. Authority to conduct Pre-proposal Conference Title 27 DCMR Section 1605.
  - b. Remarks and explanations provided at the conference do NOT qualify or amend the solicitation terms of the solicitation remain unchanged unless the solicitation is amended in writing by the Contracting Officer.
5. Pre-Proposal Conference Procedures
  - a. Questions About the Solicitation
  - b. Submit questions in Writing
6. Pre-Proposal Conference Questions and Answers
7. Closing Comments

*Thank You*

**Remarks and explanations provided at the conference do NOT qualify or amend the solicitation terms of the solicitation remain unchanged unless the solicitation is amended in writing by the Contracting Officer.**

Solicitation No.  
Pre-proposal Conference Questions

Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Question:

Question:

Question:

Question:

Question:

Question